

**Policy: Occupancy Permits**

**Date Originally Approved: August 28, 1997**

**Motion: “That on the recommendation of Council Committee the policy, as attached to these minutes as Schedule A, respecting Building Inspection Department’s enforcement of Occupancy Permits be approved.” Motion carried**

**This Policy is current as of: December 1, 1997**

**Municipality of the County of Colchester**  
**Policy Re Occupancy Permits**

That the Building Inspection Department follow the following procedure with regards to “Occupancy Permits”

- i. new home builders are reminded in writing of their obligation to arrange for a final inspection for purposes of an Occupancy Permit; and
- ii. In the event no further steps are taken by the home builder, that the Building Inspector is directed not to initiate any enforcement steps in the absence of a written complaint being lodged.